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Office Memorandum - UNITED STATES GOVERNMENT

TO : Director of Training

FROM : Chief, Intelligence Training Division

SUBJECT: Weekly Report

DATE: 16 July 1953

Submitted herewith is the report for the week ending 16 July.

1. BIC (I) #11 is now in its second week. During this week the following persons have given talks to the trainees: [redacted] Director's Office.

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2. The registrar reported yesterday that 37 new employees were scheduled for the next BIC (I). This will be the maximum number we can take unless a larger lecture room than that in Wing "B" Alcott Hall is available. [redacted] is looking into the possibility of our using the auditorium in [redacted] for the first two weeks of this course. If that room is available we could take up to 60 trainees in the August class. Beginning the third week we would move the class to Wing "A" Alcott Hall, since the July group would have completed the course.

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3. [redacted] reported for duty on Monday as a clerk-stenographer on the staff of the Intelligence School. She had formerly worked for the PM Staff, DD/P.

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4. The Reading Improvement Branch is currently conducting the following classes:

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<u>Classes</u>	<u>Students</u>
BIC (I) #11	52 (4 sections)
Covert #12	20
Agency #12	35 (2 sections)
Screening Program	7
Retention Program	20 (2 sections)
Total	134

5. On 16 July the Reading Improvement Branch started a Screening Program for Provisionally Cleared Personnel. A two-week program of lectures, testing, and evaluation interviews has been developed.

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